

Papakowhai School Board of Trustees
Minutes of the Meeting 25 July 2016
at 7.30pm in the staffroom

BOT Present	Mark Smith (Principal)-MS Melanie Richardson-MR Shane Robinson-SR Craig Brown (CB)- Acting Chair Kerry Weir-Smith – KWS Craig Hill- CH Nathan Grennell- NG Heather Turner (Minute Secretary)
--------------------	---

Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with Karakia	
		ADMINISTRATION	
2	Apologies	Gary Tonkin (Chair)-GT John Schwalger – JS	
3	Welcome new members	Nathan Grennell and Craig Hill were welcomed into the BOT as co-opted members	
4	Confirmation of previous minutes	<p>The Minutes of Meeting 22 June 2016 were reviewed.</p> <p>Noted in the confirmation of the minutes of minutes of 18 May that the change regarding drainage within the Property Committee report should have read : “The slot drains were checked and issues dealt with by email.”</p> <p>Action points arising from those minutes:</p> <ul style="list-style-type: none"> • Co-opting BOT members- completed • Home and School funding of Visual equipment- SR has spoken to the H&S who have agreed in principle to fund. SR to obtain additional quote . • Health and safety reporting – included in committee reports • Astroturf insurance- to carry forward • BOT communication – yet to be completed <p><i>Minutes confirmed</i> <i>Moved: SR, Seconded: KWS– carried</i></p>	<p>SR to obtain second quote for visual equipment</p> <p>MS-Astroturf insurance to be discussed at Finance meeting</p> <p>All- to send to SR 2 sentences about selves for BOT newsletter</p>
		MONITORING	
5	Principal’s report	MS referred to report (included in drop box) <u>Roll</u> <ul style="list-style-type: none"> • Roll currently 416 with 2 to transfer in and 12 new entrants to come for term 3 and 11 for term 4 • Now expect to finish the year at 440 	

		<ul style="list-style-type: none"> • Major concern as to where to place new entrant children due to the timing delays for the two relocatable classrooms (NB also have to relocate one class as part of this project) • Staffing to end of year sorted. New staff member to start (was to be when relocatable ready) mid term. Options for classroom space to be determined. <p><u>Mid year Student Achievement</u></p> <ul style="list-style-type: none"> • Reading/Writing and Maths achievement results discussed. Referred to report in dropbox <p>Reading –points noted</p> <ul style="list-style-type: none"> • Maintaining strong position similar to previous years • Only slight concern is with the percentage over the national standard slightly down • Teachers are aware of where each child is at and next steps • Target groups, Years 2 and 8, reviewed • Currently supporting 5 children on reading recovery (funded for 1) <p>Writing –points noted</p> <ul style="list-style-type: none"> • In good position, consistent with 2015 • Need to take into consideration the small numbers (and consequent impact on percentages)in some ethnic grouping • Placing emphasis on achieving end of year targets especially years 7 and 8 • Year 5 children being monitored • Planned actions include monitoring of smaller groups, and increasing amount of writing <p>Maths –points noted</p> <ul style="list-style-type: none"> • Concern with the percentage of children above the national standard decreasing • Need to consider small numbers when reviewing percentage changes in ethnic groupings • Has been a number of new strategies over last couple of years, including concentration on inquiry, now need to get back on track • Planned actions include focus on feedback to children doing independent work, change of focus with facilitator, DP and AP reviewing needs and practices, continue improving SPRING maths <p>Overall</p> <ul style="list-style-type: none"> • Reading, Writing and Maths now sitting closer 	<p>MS- to check graphs and email corrections to BOT for reading, writing and maths</p>
--	--	--	---

		<p>together than have done in previous years</p> <ul style="list-style-type: none"> • Property changes are a potential risk to results 	
6	Property Committee	<ul style="list-style-type: none"> • Minutes of Property meeting 21 July referred to • Craig Hill will continue to be part of Property Committee <p><u>New Prefabs</u></p> <ul style="list-style-type: none"> • Funding approved <p><u>All weather turf and carparking</u></p> <ul style="list-style-type: none"> • Awaiting action <p><u>Rata Ceiling</u></p> <ul style="list-style-type: none"> • To be paid through 5YA funds • To be done in October holidays <p><u>Special Needs fencing</u></p> <ul style="list-style-type: none"> • Await MOE action • Unsure of reasons for delay <p><u>Health and Safety review of Playgrounds</u></p> <ul style="list-style-type: none"> • Report completed of the three playgrounds • Number of small actions to be undertaken <p><u>Weather tightness of admin block</u></p> <ul style="list-style-type: none"> • Have had \$11500 quote for aluminium window replacements • Property Committee recommended work should be undertaken and to be capitalised • Question over whether the future maintenance provision could be utilised for this • BOT requested further quote <p><u>Pathway lighting</u></p> <ul style="list-style-type: none"> • Is a health and safety concern particular over winter months and due to increased number of evening meetings • Have had one itemised quote for \$6K • Not sure regarding timing and funding at this stage • BOT request another quote 	<p>MS – to ask for itemised quote for labour and material by D O’Leary</p> <p>MS to obtain further quote for windows</p> <p>MS to obtain further quote for pathway lighting</p>
7	Finance	<ul style="list-style-type: none"> • Minutes of the meeting of 8 July referred to • Nathan Grennell welcomed to the Finance Committee. Marc Byres continuing. <p><u>May Accounts</u></p> <ul style="list-style-type: none"> • No concerns • MOE Operations grant likely to reduce slightly due to roll numbers on 1 July. MOE unable to provide estimation of reduction at this stage • Special needs continues to be monitored, 	

		<p>however some support is being reduced and we are obtaining additional funding from other sources</p> <ul style="list-style-type: none"> • Donations income tracking ok • ASC under budget , however numbers are food and should come back to budget • Some timing differences showing through – no major concerns • Heat, Light and Water may be able to reviewed once new classrooms in place • Overall financial position strong • Liability to staffing was in credit but this will change • Asset purchases on track – will however need to add a basketball hoop which is to be put into the new all-weather surface • 2015 audit completed 	<p>SR to present costs of basketball hoop at next BOT</p>
8	Health and Safety Committee	<ul style="list-style-type: none"> • A Health and Safety framework is being developed • Reviewed minor safety incident report – no major issues • Will be recording potential risks and near misses • Some work in progress to fix minor issues • Periodic risk assessment to be undertaken • Health and Safety policies will be reviewed by this committee when required 	<p>SR /CB to copy draft H&S framework to all BOT</p> <p>All – to review Health and Safety framework for next meeting</p>
9	Home and School Committee	<ul style="list-style-type: none"> • Meet on 23 June , next meeting 28 July • Have agreed in principle for the visual equipment for hall but subject to funds be raised • Financial Guidelines being developed – to include delegations, signatories etc. Aim is to streamline process for approving payments 	
		<i>OTHER BUSINESS</i>	
11	Next Meeting	<ul style="list-style-type: none"> • BOT meeting 10 August • Other meeting dates recorded below 	HT to email dates to Property and Finance Committees

Meeting closed at 9.20 pm	
---------------------------	--

BOT Dates and Committees

BOT Dates	Property Sub Committee THURSDAYS before meeting 8am	Finance Sub Committee FRIDAYS before meeting 8am	Policy Sub Committee AS REQUIRED	Health and Safety Monday before BOT 8am
Wednesday 10 August	4/8/16	5/8/16 – June a/c's		8/8/16
Wednesday 14 Sept	8/9/16	9/9/16 July a/c's		6/9/16
Term four (no October meeting scheduled)				
Wed 9 November	3/11/16	4/11/16 -August +Sept a/c's		7/11/16
Wed 30 November 2016 Review	24/11/16	25/11/16 Budget 2017		28/11/16
Wednesday 7 December 2017 Budget and Plan				

School closes for 2016 on Friday 16 December